

Office of the Attorney General
Human Resources
Indiana Government Center South, 5th floor
302 W. Washington Street
Indianapolis, IN 46204
jobs@atg.in.gov
317-232-7979 (fax)



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Paralegal/Legal Assistant
Licensing Enforcement and Homeowner Protection Unit
Consumer Protection Division

Provides paralegal support to attorneys in the Licensing Enforcement and Homeowner Protection Unit. This position reports to Supervising Deputy of LE&HPU. Principal duties include:

Duties:

- Handle administrative duties related to the opening and closing of litigation files and the filing of administrative and civil complaints.
- Identify, collect, and prepare evidentiary materials. Legal research if requested.
- Assist in drafting pleadings and preparing litigation files as directed by assigned attorneys.
- Assist in case management of consumer complaints and litigation cases for the Section.
- Administrator of the Consumer Protection Assistance Fund.
- Monitor and process consumer restitution that is ordered through administrative and civil proceedings.
- Process closed litigation files for archiving.
- Maintain the closed litigation files kept in the office.
- Back up for administrative assistant and file administrator.
- Ensure all file stamped civil litigation documents are scanned and profiled to the appropriate case.
- Schedule settlement conferences for the Indiana Real Estate Commission.
- Other duties as assigned by Supervising Deputy.

Skills:

- Proficient at word processing (Word 2000 or equivalent), email (Outlook 2000 or equivalent).

- Good public relations skills, including ability to work with consumers to obtain information in a timely manner.
- Pleasant telephone demeanor, as consumers and opposing counsel must frequently be contacted by phone.
- Familiarity with civil discovery process, including knowledge of the various forms of discovery and appropriate objections.
- Familiarity with summary judgment process, including admissibility of evidence.
- Ability to manage large volume of cases, including monitoring of due dates and prompting of clients to respond when required.
- Awareness of ethical concerns, including need for confidentiality.
- Paralegal degree preferred